

Helpful Hints

to successfully navigate the online employment application

GETTING STARTED

Browser Requirements: Internet Explorer 7, 8, 9 and Firefox 3.5

REGISTER to create a candidate profile. *Your profile is your online application.*

After you register, you can create your profile with your contact information, education, external work experience, preferences, military service and background information. Once your profile is complete, you can:

- Apply for jobs
- Add jobs to your list of Favorites
- Create Job Agents
- Monitor the status of your applications

tip: all contact from us will be through the email address you provide

CAREER SEARCH Browse current openings.

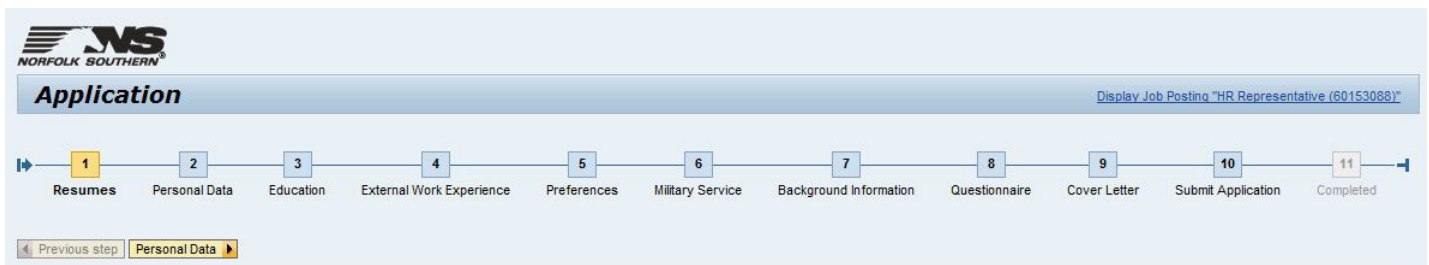
If you've found a job posting you're interested in, click the "Apply" button to get started.

tip: plan for approximately 45 minutes to complete the application

COMPLETE THE APPLICATION There are **11 STEPS** in the process. Your application will not be submitted until you finish step 10 "Submit Application" and you see this: **Your application was sent** in step 11. Feel free to complete the steps at your own pace — you are able to logoff at any time and return when it is convenient for you.

tip: look for the red asterisks * — these fields are required information

tip: be aware that the close button will close out of the whole application



The screenshot shows the Norfolk Southern Job Application interface. At the top left is the Norfolk Southern logo. Below it, the word "Application" is displayed. In the top right corner, there is a link: "Display Job Posting 'HR Representative (60153088)'". A progress bar at the bottom shows 11 steps: 1. Resumes, 2. Personal Data, 3. Education, 4. External Work Experience, 5. Preferences, 6. Military Service, 7. Background Information, 8. Questionnaire, 9. Cover Letter, 10. Submit Application, and 11. Completed. Step 1 is highlighted in yellow. Below the progress bar, there are navigation buttons: "Previous step" and "Personal Data".